

**Community Services of Northeast Texas, Inc.**  
**Head Start Policy Council Meeting Minutes**  
**Tuesday, March 28, 2023 9:00 am**  
**Linden Community Building**  
**301 East Houston Street**  
**Linden, Texas**

PC Attendance	Campus	Title	Sep-22	Oct-22	Dec-22	Jan-23	Feb-23	Mar-23
<b>Chairperson - Cecelia Huff</b>			x	x	x	x	x	x
<b>Vice Chairperson - Martavius Jones</b>			x			x	x	x
<b>Secretary - Carlos Johnson</b>			x	x	x		x	x
Cecelia Huff	Board Liaison/BC	Representative	x	x	x	x	x	x
Sheran West	Morris County	Representative	x		x			x
Mary Hurd	Atlanta	Representative	x					
La'Kimya Pinson	Atlanta	Alternate						
Marissa Jones	Bloomburg	Representative	x					
Megan Hervey 3/28/23-Rep	Bloomburg	Alternate	x	x	x	x	x	x
Kathrine Smith	D/LS	Representative						
Krista Huffman	D/LS	Alternate						
Chyenne Battensby	Hughes Springs EHS	Representative	x	x	x			x
Sonia Abbasi	Hughes Springs EHS	Alternate						
	Naples	Representative						
	Naples	Alternate						
Carlos Johnson	New Boston	Representative	x	x	x		x	x
Vicki Taylor	New Boston	Alternate						
Martavius Jones	Pittsburg	Representative	x			x	x	x
Tara Petty	Pittsburg	Alternate		x				
	Texarkana	Representative						
Ramisha Jeffery	Texarkana	Alternate						

**Others in attendance: CSNT Staff:** Bernadette Harris, Bridgette Parton, Michelle Morehead, Shelley Mitchell, Crew Dykes, Charlotte Hall, Misty Van Hooser, Susan Horner and Rhonda Shirley

**1. Call to Order:**

The meeting was called to order by Cecelia Huff, Policy Council Chairperson at 9:10 am, March 28, 2023, in the Linden Community Building.

**2. Recognize New Policy Council Members:**

Megan Hervey – Bloomburg Head Start Representative

**3. Establishment of Quorum:**

Quorum was established with the following Policy Council Members present: Cecelia Huff, Megan Hervey, Carlos Johnson, Chyenne Battensby, Sheran West and Martavius Jones.

#### **4. Approval of Agenda:**

Members reviewed the agenda. Martavius Jones moved to accept the agenda as presented. This motion was seconded by Sheran West. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

#### **5. Approval of Minutes from February 28, 2023:**

Martavius Jones moved to accept the minutes of February 28, 2023 meeting as presented. The motion was seconded by Carlos Johnson. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

#### **6. Presentations:**

##### **A. Policy Council Question**

Bernadette Harris reviewed the process with the Policy Council Members on Self-Assessment and fact sheet as a Policy Council Member.

#### **7. Reports:**

##### **A. Financial Report**

Shelley Mitchell gave the Financial Report as presented.

##### **B. Head Start Report**

Bernadette Harris gave the Head Start Report as presented. She presented a new style report for the members.

##### **C. Executive Directors Report**

Michelle Morehead stated she would be traveling to Austin to speak to Legislatures discussing the Programs our Agency provides.

#### **8. Committee Reports:**

##### **A. Appoint Committee Members**

None

Health Advisory is scheduled for Thursday, April 20, 2023 at Noon in Atlanta, Texas.

#### **9. Action Items:**

##### **A. Discuss and/or Approve Self-Assessment Results 2023**

Bernadette Harris reviewed the Self-Assessment Results 2023 as presented. Martavius Jones moved to approve the Self-Assessment Results 2023 as presented. The motion was seconded by Carlos Johnson. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

##### **B. Discuss and/or Approve ERSEA Committee Action Items**

###### **1. Head Start Selection Criteria**

###### **2. Early Head Start Selection Criteria**

Misty Van Hooser reviewed the ERSEA Committee Action Items as presented. Martavius Jones moved to approve the ERSEA Committee Action Items as presented. The motion was seconded by Sheran West. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

**C. Discuss and/or Approve 5.6% COLA Increase Head Start (\$225,816) & Early Head Start (\$13,321) total amount of \$239,137 Grantee #06CH011282/04**

Bernadette Harris reviewed the 5.6% COLA as presented. Martavius Jones moved to approve the 5.6% COLA Increase Head Start (\$225,816) & Early Head Start (\$13,321) total amount of \$239,137 Grantee #06CH011282/04 as presented. Megan Hervey seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

**D. Discuss and/or Approve Quality Funds Head Start (\$131,605) & Early Head Start (\$6,747) total amount of \$138,352) Grantee #06CH011282/04**

Bernadette Harris reviewed the Quality Funds as presented. Carlos Johnson moved to approve the Quality Funds Grant Head Start (\$131,605) & Early Head Start (\$6,747) total amount of \$138,352) Grantee #06CH011282/04 as presented. Sheran West seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

**10. Discussion Items:**

**A. Discuss Progress on Head Start Goals**

**1. Head Start Program Goals**

**2. Parent, Family and Community Engagement 2022-2023**

**3. School Readiness Performance Data 2022-2023**

Bernadette Harris, Bridgette Parton and Misty Van Hooser reviewed the Progress on the Head Start Goals as presented.

**B. Discuss CLASS Data Winter 2023**

Bernadette Harris reviewed the CLASS Data Winter 2023 as presented.

**C. Discuss Assessment Data Winter 2023**

**1. Circle Assessment Head Start**

**2. Circle Assessment Early Head Start**

Bernadette Harris reviewed the Assessment Data Winter 2023 as presented.

**D. Discuss OHS Monitoring Review Report – Head Start/Early Head Start**

Bernadette Harris reviewed the OHS Monitoring Review Report as presented.

**E. Discuss Financial Audit**

Bernadette Harris stated that the Financial Audit had zero findings. Michelle Morehead stated that the Agency has had a clean audit for eighteen years in a row.

**11. Audience Comments:**

**Bernadette Harris and Bridgette Parton will be in Dallas, Texas at a Conference for April 25, 2023 Meeting. Misty Van Hooser would assist in their absence.**

**12. Executive Session:**

Martavius Jones moved for Policy Council to go into Executive Session at 10:38 am. Megan Hervey seconded the motion.

**Discuss new hires, terminations, transfers and employee matters of a confidential nature.**

Martavius Jones made a motion to come back into regular session at 10:06 am. Carlos Johnson seconded the motion.

**13. Required Action from Executive Session:**

A motion was made by Martavius Jones to accept new hires, transfers, and terminations as presented. The motion was seconded by Sheran West. There was no discussion of the matter. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

**14. Adjourn:**

A motion to adjourn was made by Martavius Jones at 10:41 am. The motion was seconded by Megan Hervey.

**Minutes Submitted by: Bridgette Parton**

**Minutes approved by:**